



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-2261 781-826-5010

Personnel

**NOTICE OF VACANCY
FULL-TIME DEPARTMENT OF MUNICIPAL FINANCE
ASSISTANT TREASURER**

The Town of Hanover, Department of Municipal Finance is seeking a full-time Assistant Treasurer.

The Town of Hanover seeks qualified candidates for the full-time (35 hours/wk.) position of Assistant Treasurer. Duties include assisting the Treasurer/Collector in the reconciliation of accounts receivable, reconciliation of cash, bank, general and trust fund receipts, disbursements, investment of Town funds, management of tax title and foreclosure activities, preparation of revenue estimates, billing and collection of real, personal and motor vehicle taxes, and payroll processing. The successful candidate will also serve as the back-up to Treasurer/Collector in all related duties. Strong communication, computer skills and attention to detail are required. The successful candidate is expected to work positively and cooperatively in a team environment and maintain an attitude exemplifying the department's philosophy stressing the priority of customer service and imparting that attitude to staff members. Position interfaces with a variety of financial and banking software.

Minimum qualifications: Associate's Degree in Finance or Business Administration; preferred three to five years of experience in public sector accounting or financial management, knowledge of municipal procedures and related laws. Experience working with SoftRight is a plus. Certified Mass. Treasurer a plus. Salary commensurate with education and experience.

If selected for employment, the candidate shall undergo a pre-employment physical which shall include a screening for drugs. The successful candidate will also be required to undergo a CORI check and obtain approval to be bonded by the Town's risk insurance company.

A complete job description is available from the Selectmen's/Town Managers Office. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. Deadline for applications is February 28, 2014. (posted 2-18-14)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
